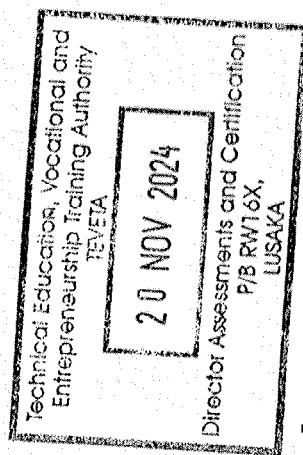
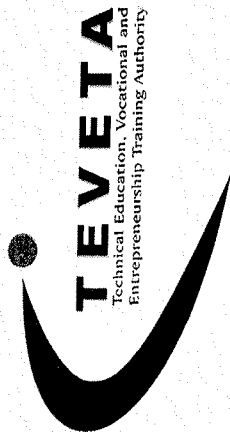


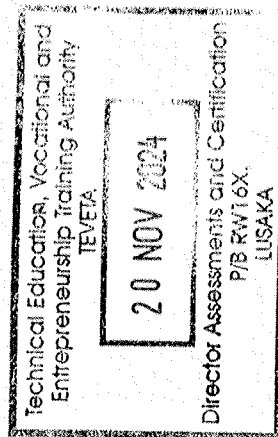


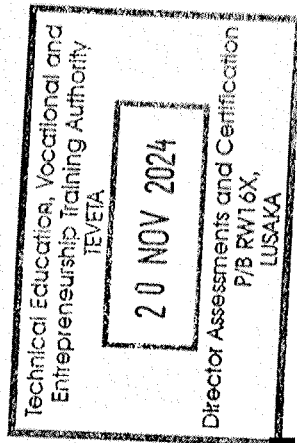
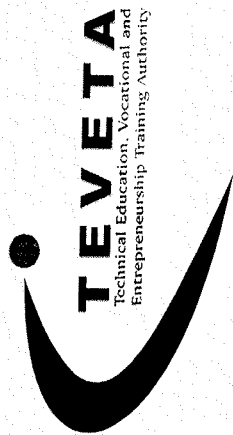
**EXAMINATION TIMETABLE**  
**DIPLOMA IN JOURNALISM PROGRAMMES LEVEL I**  
**SERIES: NOVEMBER/DECEMBER 2024**

| DAY/DATE                | MORNING SESSION                                                                                                                                                                    | TIME                | AFTERNOON SESSION                                                        | TIME                |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------------------------------------------------------|---------------------|
| FRIDAY<br>29/11/2024    | <ul style="list-style-type: none"> <li>• ORIENTATION OF CANDIDATES ON EXAMINATION GUIDELINES</li> <li>• ORIENTATION AND SIGNING OF OATHS OF SECRECY BY ALL INVIGILATORS</li> </ul> | 09.00 - 12.00 HOURS | SIGNING OF CANDIDATE EXAMINATION MALPRACTICE DECLARATION STATEMENT(FORM) | 14.00 - 17.00 HOURS |
| MONDAY<br>02/12/2024    | Mass Communication (89.11)                                                                                                                                                         | 09.00 - 12.00 HOURS | FREE                                                                     | 14.00 - 17.00 HOURS |
| TUESDAY<br>03/12/2024   | FREE                                                                                                                                                                               | 09.00 - 12.00 HOURS | English I (89.13)                                                        | 14.00 - 17.00 HOURS |
| WEDNESDAY<br>04/12/2024 | Basic Reporting (89.12)                                                                                                                                                            | 09.00 - 12.00 HOURS | FREE                                                                     | 14.00 - 17.00 HOURS |
| THURSDAY                | FREE                                                                                                                                                                               | 09.00 - 12.00 HOURS | Media Law and Ethics (89.15)                                             | 14.00 - 17.00 HOURS |

|            |                                         |                     |      |                     |
|------------|-----------------------------------------|---------------------|------|---------------------|
| 05/12/2024 |                                         |                     |      |                     |
| FRIDAY     | Social Science I<br>(Sociology) (89.14) | 09.00 - 12.00 HOURS | FREE | 14.00 - 17.00 HOURS |
| 06/12/2024 |                                         |                     |      |                     |

1. Attendance registers: a copy of the attendance register must be enclosed in the tamper evident package for answer scripts.
2. Candidates not appearing on official register must not be allowed in the examination room or workshop for practical.
3. All examination sessions should start on time as indicated on the timetable. The institution/centre will be penalised for starting the examinations late or earlier than the stipulated time.
4. Invigilation Report, Registers, Scripts and Mark sheets must all be enclosed in the tamper evident bag.
5. Candidates involved in Examination Malpractice will Have their results Nullified.



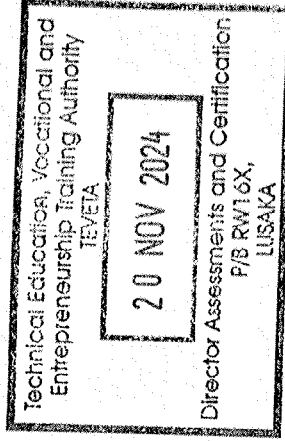
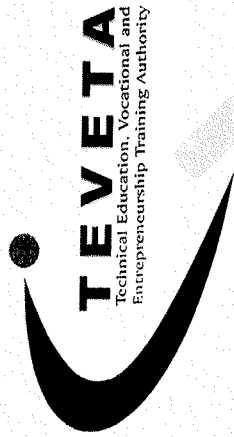


## EXAMINATION TIMETABLE

### DIPLOMA IN JOURNALISM PROGRAMMES LEVEL II

#### SERIES: NOVEMBER/DECEMBER 2024

| DAY/DATE                                                               | MORNING SESSION                                                                                                                                                                | TIME                | AFTERNOON SESSION                                                                                                                                        | TIME                |
|------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>MONDAY</b><br>25/1/2024<br><br>To<br><br><b>FRIDAY</b><br>29/1/2024 | Reporting II (89.21)<br>(Feature Writing)<br>(Take Away paper)<br><br><i>Paper should be given out Monday 25/1/2024</i><br><br><i>Handing in 29/1/2024</i>                     | 09.00 – 10.00 HOURS | Reporting II (89.21)(Feature Writing)<br>(Take Away paper)<br><br><i>Paper should be given out Monday 22/07/2024</i><br><br><i>Handing in 26/07/2024</i> | 14.00 – 17.00 HOURS |
| <b>FRIDAY</b><br>29/1/2024                                             | <ul style="list-style-type: none"> <li>ORIENTATION OF CANDIDATES ON EXAMINATION GUIDELINES</li> <li>ORIENTATION AND SIGNING OF OATHS OF SECRECY BY ALL INVIGILATORS</li> </ul> | 09.00 – 10.00 HOURS | SIGNING OF CANDIDATE EXAMINATION MALPRACTICE DECLARATION STATEMENT(FORM)                                                                                 | 14.00 – 17.00 HOURS |
| <b>MONDAY</b><br>02/12/2024                                            | Social Science II (89.22) (Psychology)                                                                                                                                         | 09.00 – 12.00 HOURS |                                                                                                                                                          | 14.00 – 17.00 HOURS |
| <b>TUESDAY</b><br>03/12/2024                                           | FREE                                                                                                                                                                           | 09.00 – 12.00 HOURS | English II (89.28)                                                                                                                                       | 14.00 – 17.00 HOURS |



**EXAMINATION TIME TABLE**  
**DIPLOMA IN JOURNALISM PROGRAMMES LEVEL III**  
**SERIES: NOVEMBER/DECEMBER 2024**

| DAY/DATE                                                                | MORNING SESSION                                                                                                                                                                | TIME                | AFTERNOON SESSION                                                                                                                               | TIME                |
|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>MONDAY</b><br>25/1/2024<br><br>To<br><br><b>FRIDAY</b><br>29/11/2024 | Reporting III (89.31)<br>(Specialized Reporting)<br>(5 Days)<br><i>(Question Paper given to students. To be handed in on Friday 29/11/2024)</i>                                | 09.00 – 12.00 HOURS | Reporting III (89.31)<br>(Specialized Reporting)<br>(5 Days)<br><i>(Question Paper given to students. To be handed in on Friday 29/11/2024)</i> | 14.00 – 17.00 HOURS |
| <b>FRIDAY</b><br>29/11/2024                                             | <ul style="list-style-type: none"> <li>ORIENTATION OF CANDIDATES ON EXAMINATION GUIDELINES</li> <li>ORIENTATION AND SIGNING OF OATHS OF SECRECY BY ALL INVIGILATORS</li> </ul> | 09.00- 12.00        | SIGNING OF CANDIDATE EXAMINATION MALPRACTICE DECLARATION STATEMENT(FORM)                                                                        | 14.00- 17.00        |

|                                                                     |                                                                |                        |                                                                |                     |
|---------------------------------------------------------------------|----------------------------------------------------------------|------------------------|----------------------------------------------------------------|---------------------|
| <b>MONDAY</b><br>02/12/2024<br>To<br><b>WEDNESDAY</b><br>04/12/2024 | Sub-editing II (89.36)<br><br>(Practical)<br><br>(3 days)      | 09.00 - 12.00<br>HOURS | Sub-editing II (89.36)<br><br>(Practical)<br><br>(3 days)      | 14.00 - 17.00 HOURS |
| <b>THURSDAY</b><br>05/12/2024                                       | English III (89.37)                                            | 09.00 - 12.00<br>HOURS | Media Management II<br>(89.33)                                 | 14.00 - 17.00 HOURS |
| <b>FRIDAY</b><br>06/12/2024                                         | Economics (89.32)                                              | 09.00 - 12.00<br>HOURS | Television Broadcasting<br>(89.34)                             | 14.00 - 17.00 HOURS |
| <b>MONDAY</b><br>09/12/2024                                         | Advertising (89.35)                                            | 09.00 - 12.00<br>HOURS | Photo Journalism<br>Theory (89.24)                             | 14.00 - 17.00 HOURS |
| <b>TUESDAY</b><br>10/12/2024<br>To<br><b>THURSDAY</b><br>12/12/2024 | Photo Journalism<br>(89.24)<br><br>(Practical)<br><br>(3 days) | 09.00 - 12.00<br>HOURS | Photo Journalism<br>(89.24)<br><br>(Practical)<br><br>(3 days) | 14.00 - 17.00 HOURS |

1. Attendance registers: a copy of the attendance register must be enclosed in the tamper evident package for answer scripts.
2. Candidates not appearing on official register must not be allowed in the examination room or workshop for practical.
3. All examination sessions should start on time as indicated on the timetable. The institution ~~register will be penalised for starting late~~ **register will be penalised for starting late** **TEVETA** **Entrepreneurship Training Authority** **20 NOV 2024**
4. Invigilation Report, Registers, Scripts and Mark sheets must all be enclosed in the tamper evident bag.
5. Candidates involved in Examination Malpractice will Have their results Nullified.

Director Assessments and Certification  
P/B RW16X,  
LUSAKA

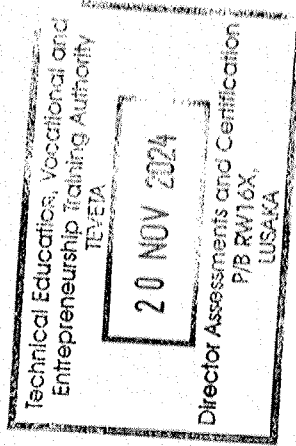
Technical Education, Vocational and  
Entrepreneurship Training Authority  
TEVETA  
20 NOV 2024  
Director Assessments and Certification  
P/B RW16X,  
LUSAKA

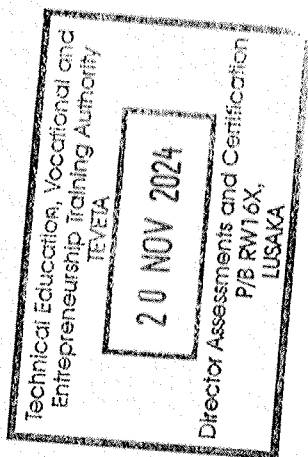
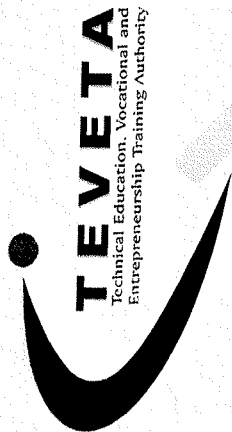
**EXAMINATION TIME TABLE**  
**DIPLOMA IN RECORDS MANAGEMENT PROGRAMME**  
**SERIES: NOVEMBER/DECEMBER 2024**  
**YEAR I**

| DAY/DATE                       | MORNING SESSION                                                                                                                                                                | TIME                | AFTERNOON SESSION                                                        | TIME                |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------------------------------------------------------|---------------------|
| <b>FRIDAY</b><br>29/11/2024    | <ul style="list-style-type: none"> <li>ORIENTATION OF CANDIDATES ON EXAMINATION GUIDELINES</li> <li>ORIENTATION AND SIGNING OF OATHS OF SECRECY BY ALL INVIGILATORS</li> </ul> | 09:00 – 12:00 HOURS | SIGNING OF CANDIDATE EXAMINATION MALPRACTICE DECLARATION STATEMENT(FORM) | 14:00 – 17:00 HOURS |
| <b>MONDAY</b><br>02/12/2024    | FOUNDATIONS OF RECORDS MANAGEMENT I 42.4                                                                                                                                       | 09:00 – 12:00 HOURS | COMPUTER APPLICATIONS (THEORY) 42.2                                      | 14:00 – 17:00 HOURS |
| <b>TUESDAY</b><br>03/12/2024   | COMPUTER APPLICATIONS (PRACTICAL) 42.2                                                                                                                                         | 09:00 – 12:00 HOURS | FREE                                                                     | 14:00 – 17:00 HOURS |
| <b>WEDNESDAY</b><br>04/12/2024 | FREE                                                                                                                                                                           | 09:00 – 11:30 HOURS | COMMUNICATION SKILLS 42.1                                                | 14:00 – 17:00 HOURS |
| <b>THURSDAY</b><br>05/12/2024  | ORGANIZATION MANAGEMENT 42.25                                                                                                                                                  | 09:00 – 12:00 HOURS | FREE                                                                     | 14:00 – 17:00 HOURS |

|                             |                                                          |                     |      |                     |
|-----------------------------|----------------------------------------------------------|---------------------|------|---------------------|
| <b>FRIDAY</b><br>06/12/2024 | LEGAL POLICY AND<br>APECTS OF RECORDS<br>MANAGEMENT 42.5 | 09:00 – 12:00 HOURS | FREE | 14:00 – 17:00 HOURS |
|-----------------------------|----------------------------------------------------------|---------------------|------|---------------------|

1. Attendance registers: a copy of the attendance register must be enclosed in the tamper evident package for answer scripts.
2. Candidates not appearing on official register must not be allowed in the examination room or workshop for practical.
3. All examination sessions should start on time as indicated on the timetable. The institution/centre will be penalised for starting the examinations late or earlier than the stipulated time.
4. Invigilation Report, Registers, Scripts and Mark sheets must all be enclosed in the tamper evident bag.
5. Candidates involved in Examination Malpractice will Have their results Nullified.



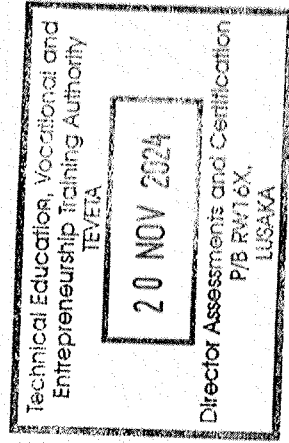


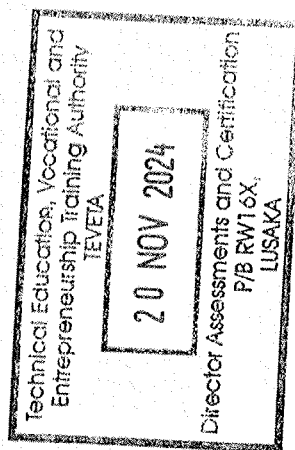
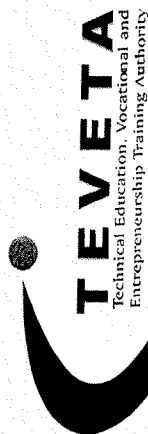
**EXAMINATION TIME TABLE**  
**DIPLOMA IN RECORDS MANAGEMENT PROGRAMME**  
**SERIES: NOVEMBER/DECEMBER 2024**  
**YEAR II**

| DAY/DATE                       | MORNING SESSION                                                                                                                                                                | TIME                | AFTERNOON SESSION                                                        | TIME                |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------------------------------------------------------|---------------------|
| <b>FRIDAY</b><br>29/11/2024    | <ul style="list-style-type: none"> <li>ORIENTATION OF CANDIDATES ON EXAMINATION GUIDELINES</li> <li>ORIENTATION AND SIGNING OF OATHS OF SECRECY BY ALL INVIGILATORS</li> </ul> | 09:00 – 12:00 HOURS | SIGNING OF CANDIDATE EXAMINATION MALPRACTICE DECLARATION STATEMENT(FORM) | 14:00 – 17:00 HOURS |
| <b>MONDAY</b><br>02/12/2024    | FOUNDATIONS OF RECORDS MANAGEMENT II 42.24                                                                                                                                     | 09:00 – 12:00 HOURS | FREE                                                                     | 14:00 – 17:00 HOURS |
| <b>TUESDAY</b><br>03/12/2024   | FREE                                                                                                                                                                           | 09:00 – 12:00 HOURS | DATABASE MANAGEMENT SYSTEMS 42.21                                        | 14:00 – 17:00 HOURS |
| <b>WEDNESDAY</b><br>04/12/2024 | MANAGEMENT OF ELECTRONIC RECORDS 42.23                                                                                                                                         | 09:00 – 11:30 HOURS | FREE                                                                     | 14:00 – 17:00 HOURS |
|                                |                                                                                                                                                                                |                     |                                                                          |                     |



|                        |                        |                     |      |                     |
|------------------------|------------------------|---------------------|------|---------------------|
| THURSDAY<br>05/12/2024 | OFFICE MANAGEMENT 42.3 | 09:00 – 12:00 HOURS | FREE | 14:00 – 17:00 HOURS |
|------------------------|------------------------|---------------------|------|---------------------|



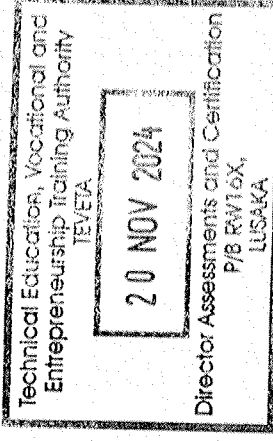


**EXAMINATION TIME TABLE**  
**DIPLOMA IN RECORDS MANAGEMENT PROGRAMME**  
**SERIES: NOVEMBER/DECEMBER 2024**  
**YEAR III**

| DAY/DATE                       | MORNING SESSION                                                                                                                                                                    | TIME                | AFTERNOON SESSION                                                        | TIME                |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------------------------------------------------------|---------------------|
| <b>FRIDAY</b><br>29/11/2024    | <ul style="list-style-type: none"> <li>• ORIENTATION OF CANDIDATES ON EXAMINATION GUIDELINES</li> <li>• ORIENTATION AND SIGNING OF OATHS OF SECRECY BY ALL INVIGILATORS</li> </ul> | 09:00 – 12:00 HOURS | SIGNING OF CANDIDATE EXAMINATION MALPRACTICE DECLARATION STATEMENT(FORM) | 14:00 – 17:00 HOURS |
| <b>MONDAY</b><br>02/12/2024    | MUSEOLOGY 42.32                                                                                                                                                                    | 09:00 – 12:00 HOURS | FREE                                                                     | 14:00 – 17:00 HOURS |
| <b>TUESDAY</b><br>03/12/2024   | FREE                                                                                                                                                                               | 09:00 – 12:00 HOURS | FREE                                                                     | 14:00 – 17:00 HOURS |
| <b>WEDNESDAY</b><br>04/12/2024 | ENTREPRENEURSHIP 42.34                                                                                                                                                             | 09:00 – 11:30 HOURS | FREE                                                                     | 14:00 – 17:00 HOURS |
|                                |                                                                                                                                                                                    |                     |                                                                          |                     |

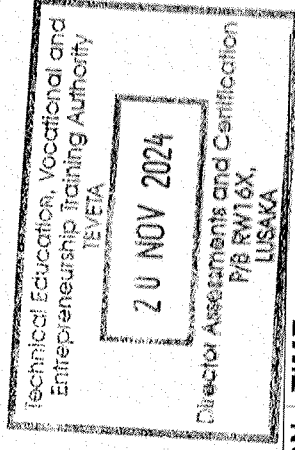
|                               |                              |                     |      |                     |
|-------------------------------|------------------------------|---------------------|------|---------------------|
| <b>THURSDAY</b><br>05/12/2024 | ARCHIVAL MANAGEMENT<br>42.31 | 09:00 – 12:00 HOURS | FREE | 14:00 – 17:00 HOURS |
| <b>FRIDAY</b><br>06/12/2024   | RESEARCH METHODS 42.33       | 09:00 – 12:00 HOURS | FREE | 14:00 – 17:00 HOURS |

1. Attendance registers: a copy of the attendance register must be enclosed in the tamper evident package for answer scripts.
2. Candidates not appearing on official register must not be allowed in the examination room or workshop for practical.
3. All examination sessions should start on time as indicated on the timetable. The institution/centre will be penalised for starting the examinations late or earlier than the stipulated time.
4. Invigilation Report, Registers, Scripts and Mark sheets must all be enclosed in the tamper evident bag.
5. Candidates involved in Examination Malpractice will Have their results Nullified.



**EXAMINATION TIMETABLE**  
**DIPLOMA IN CREATIVE DIGITAL MEDIA**  
**YEAR I**

**SERIES: NOVEMBER/DECEMBER 2024**



| DAY/DATE                                                            | MORNING SESSION                                                                                                                                               | TIME                | AFTERNOON SESSION                                                            | TIME                |
|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------------------------------------------------------------|---------------------|
| <b>MONDAY</b><br>25/11/2024<br>To<br><b>TUESDAY</b><br>26/11/2024   | Multimedia Authoring<br><br>(Practical) 751.14<br><br><b>2 days</b>                                                                                           | 09.00 - 12.00 HOURS | Multimedia Authoring<br><br>(Practical) 751.14<br><br><b>2 days</b>          | 14.00 - 17.00 HOURS |
| <b>WEDNESDAY</b><br>27/11/2024<br>To<br><b>FRIDAY</b><br>29/11/2024 | 3D Modelling &<br>Animation I<br><br>(Practical) 751.11<br><br><b>3 days</b>                                                                                  | 09.00 - 12.00 HOURS | 3D Modelling &<br>Animation I<br><br>(Practical) 751.11<br><br><b>3 days</b> | 14.00 - 17.00 HOURS |
| <b>FRIDAY</b><br>29/11/2024                                         | <ul style="list-style-type: none"> <li>ORIENTATION OF CANDIDATES ON EXAMINATION GUIDELINES</li> <li>ORIENTATION AND SIGNING OF OATHS OF SECRECY BY</li> </ul> | 09.00 - 12.00 HOURS | SIGNING OF CANDIDATE EXAMINATION MALPRACTICE DECLARATION STATEMENT(FORM)     | 14.00 - 17.00 HOURS |

|                                                                       | ALL INVIGILATORS                                                          |                     |                                                                           |                     |
|-----------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------|---------------------------------------------------------------------------|---------------------|
| <b>MONDAY</b><br>02/12/2024                                           | FREE                                                                      | 09.00 - 12.00 HOURS | FREE                                                                      | 14.00 - 17.00 HOURS |
| <b>TUESDAY</b><br>03/12/2024                                          | FREE                                                                      | 09.00 - 12.00 HOURS | Project Management                                                        | 14.00 - 17.00 HOURS |
| <b>WEDNESDAY</b><br>04/12/2024                                        | FREE                                                                      | 09.00 - 12.00 HOURS | Communication Skills<br>751.17                                            | 14.00 - 17.00 HOURS |
| <b>THURSDAY</b><br>05/12/2024<br>To<br><b>FRIDAY</b><br>06/12/2024    | Design Skills for Digital<br>Media<br>(Practical) 751.12<br><b>2 days</b> | 09.00 - 12.00 HOURS | Design Skills for Digital<br>Media<br>(Practical) 751.12<br><b>2 days</b> | 14.00 - 17.00 HOURS |
| <b>MONDAY</b><br>09/12/2024<br>To<br><b>TUESDAY</b><br>10/12/2024     | Web Authoring<br>(Practical) 751.15<br><b>2 days</b>                      | 09.00 - 12.00 HOURS | Web Authoring<br>(Practical) 751.15<br><b>2 days</b>                      | 14.00 - 17.00 HOURS |
| <b>WEDNESDAY</b><br>11/12/2024<br>To<br><b>THURSDAY</b><br>12/12/2024 | Image Processing<br>(Practical) 751.13<br><b>2 days</b>                   | 09.00 - 12.00 HOURS | Image Processing<br>(Practical) 751.13<br><b>2 day</b>                    | 14.00 - 17.00 HOURS |
| <b>FRIDAY</b><br>13/12/2024                                           | Introduction to<br>Computers                                              | 09.00 - 12.00 HOURS | Web Authoring (Theory)<br>751.6                                           | 14.00 - 17.00 HOURS |

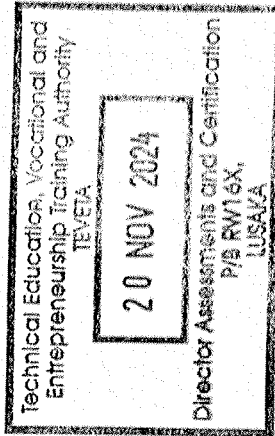
Technical Education Vocational and  
Entrepreneurship Training Authority  
TEVETA

20 NOV 2024

Director Assessments and Certification  
P/B RW16X  
USAKA

|        |  |  |  |
|--------|--|--|--|
| 751.18 |  |  |  |
|--------|--|--|--|

1. Attendance registers: a copy of the attendance register must be enclosed in the tamper evident package for answer scripts.
2. Candidates not appearing on official register must not be allowed in the examination room or workshop for practical.
3. All examination sessions should start on time as indicated on the timetable. The institution/centre will be penalised for starting the examinations late or earlier than the stipulated time.
4. Invigilation Report, Registers, Scripts and Mark sheets must all be enclosed in the tamper evident bag.
5. Candidates involved in Examination Malpractice will Have their results Nullified.



|                                |                              |                        |                              |                     |
|--------------------------------|------------------------------|------------------------|------------------------------|---------------------|
| <b>WEDNESDAY</b><br>04/12/2024 | Media Management<br>I(89.26) | 09.00 - 12.00<br>HOURS | Radio<br>Broadcasting(89.27) | 14.00 - 17.00 HOURS |
| <b>THURSDAY</b><br>05/12/2024  | FREE                         | 09.00 - 12.00<br>HOURS | Public Relations (89.25)     | 14.00 - 17.00 HOURS |
| <b>FRIDAY</b><br>06/12/2024    | Sub - Editing I (89.23)      | 09.00 - 12.00<br>HOURS | FREE                         | 14.00 - 17.00 HOURS |

1. Attendance registers: a copy of the attendance register must be enclosed in the tamper evident package for answer scripts.
2. Candidates not appearing on official register must not be allowed in the examination room or workshop for practical.
3. All examination sessions should start on time as indicated on the timetable. The institution/centre will be penalised for starting the examinations late or earlier than the stipulated time.
4. Invigilation Report, Registers, Scripts and Mark sheets must all be enclosed in the tamper evident bag.
5. Candidates involved in Examination Malpractice will Have their results Nullified.